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9 December 1953

TO : Director of Security

FROM : Chief, Special Security Division

SUBJECT: Activities Report for November 1953

[REDACTED]

GENERAL:

1. During the past month, SO/SSD saw the culmination of a long range plan designed to compose and publish a manual of instructions

[REDACTED]

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ILLEGIB

3. During the ten months since the establishment of the Cover Branch, the knowledge of the existence of this Branch has spread gradually throughout the Agency and each month has marked an increase in the amount of work referred to this Branch from elements throughout the Agency. It is felt that through the activities of this Branch, the Special Security Division is providing substantial support from a Cover/Security standpoint to this Agency's operations and as a result of surveys and studies of Agency operations, is making a positive contribution toward the improvement of existing operations and procedures within CIA.

4. During the month of November 1953, the Security Office's Contact Box was established within the SSD/Special Referral Branch.

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INVESTIGATIVE

1. The attached chart, Tab A, covers the period from 1 February 1953 through 30 November 1953. It shows the total pending case load, the total requests received and the total cases completed.

- (a) The total pending cases increased 31% from the 31 October total. The pending case load as at 31 October was 2657 as against 3471 at 30 November.
- (b) The requests received in the Division during the month of November increased 22.8% over the total received in October.
- (c) The total completions increased by 19.4% over October 1953.
- (d) The attached Tab B indicates that the 90 day old cases increased from 148 at the end of October to 180 at the end of November. This is an increase of 21.6% over the previous month. The increase however is less than that experienced in the previous month and it is submitted that this situation is caused to a considerable degree by the implementation of more thorough and complete indexing processes in These processes have been stabilizing and are operating smoothly and it is believed that the trend of 90 day old cases in succeeding months will be downward.

2. Tab D reflects the statistics for outside agency checks. As of 1 December 1953, the number of pending outside agency checks have been reduced to 334, the lowest point in the last one and one half years. It can be readily seen that outside agencies who submit their requests through the Security Office are receiving extremely prompt service. The Federal Bureau of Investigation is continuing to receive less than ten day service in regard to their requests pursuant to the agreement between the Security Office and the Federal Bureau of Investigation.

SUPPORT:

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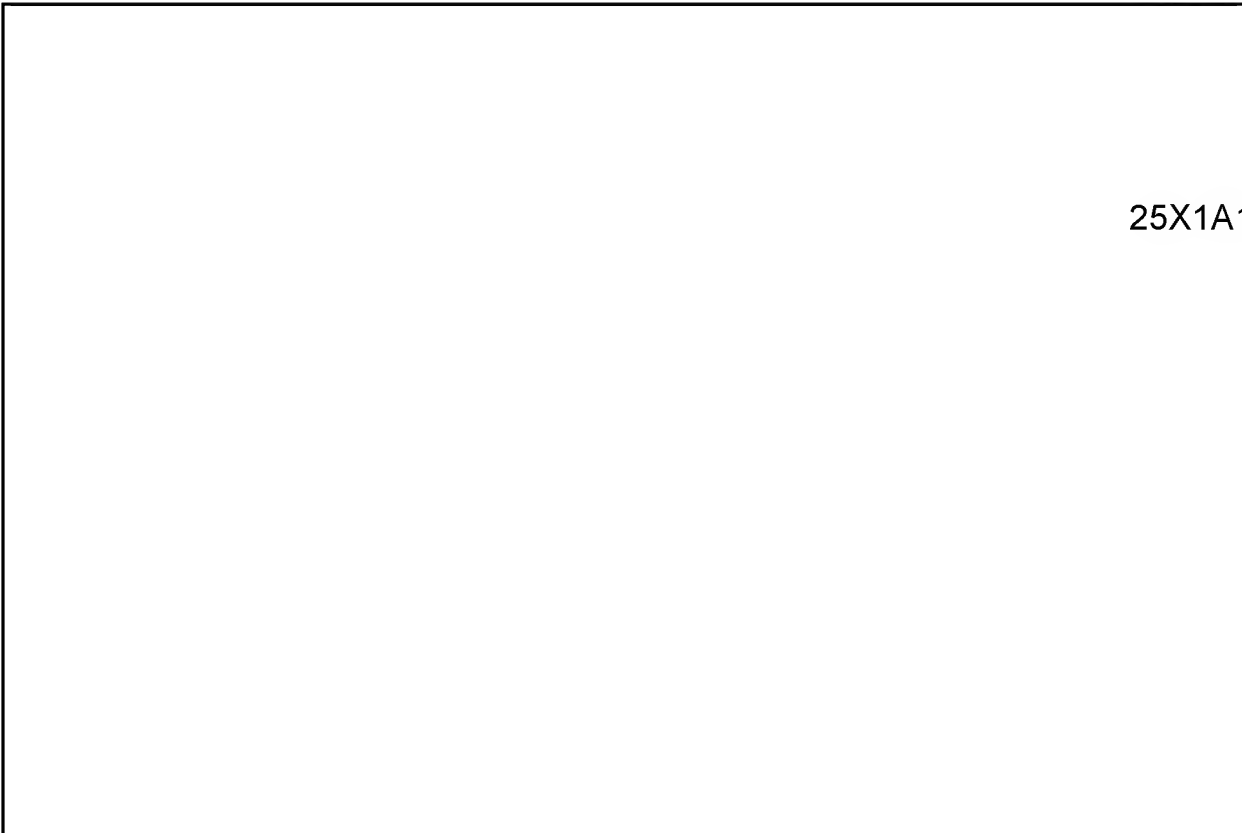
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6. Last month, it was reported that 52% of our time was involved in support activity. This percentage has remained relatively constant during November.

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PERSONNEL:

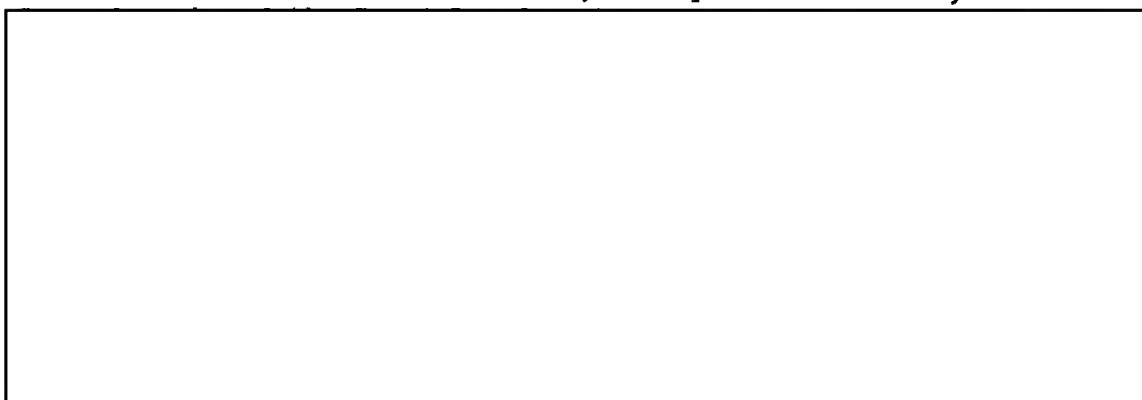
1. The reactions of personnel in our Division were very favorable to the Security Office party that was held during November. Many comments indicated the desire to have such gatherings at more frequent intervals. This Division appreciates the efforts of the people within the Security Office who were primarily responsible for making the arrangements for such a social affair.

TRAINING:

1. During the month of November, three SSD Agents were enrolled in the Basic Intelligence Course.
2. Four Agents from this Division were enrolled in the Basic Training Program; three in Phase II. and one in Phase III.
3. One employee of SSD completed the Communist Party Operations Course during November.

INSIDE SSD:

1. The Security Office/Central Intelligence Agency is divided into three major components; the Security Division, the Inspection Division, and the Special Security Division. The latter is in turn subdivided into three main Branches; the Operations Branch, the



2. In November 1950, it became necessary for the Special Security Division to establish a system to review the vast amount of information being compiled within the Central Intelligence Agency. Such investigation was necessary as a part of the clearance procedures for both overt

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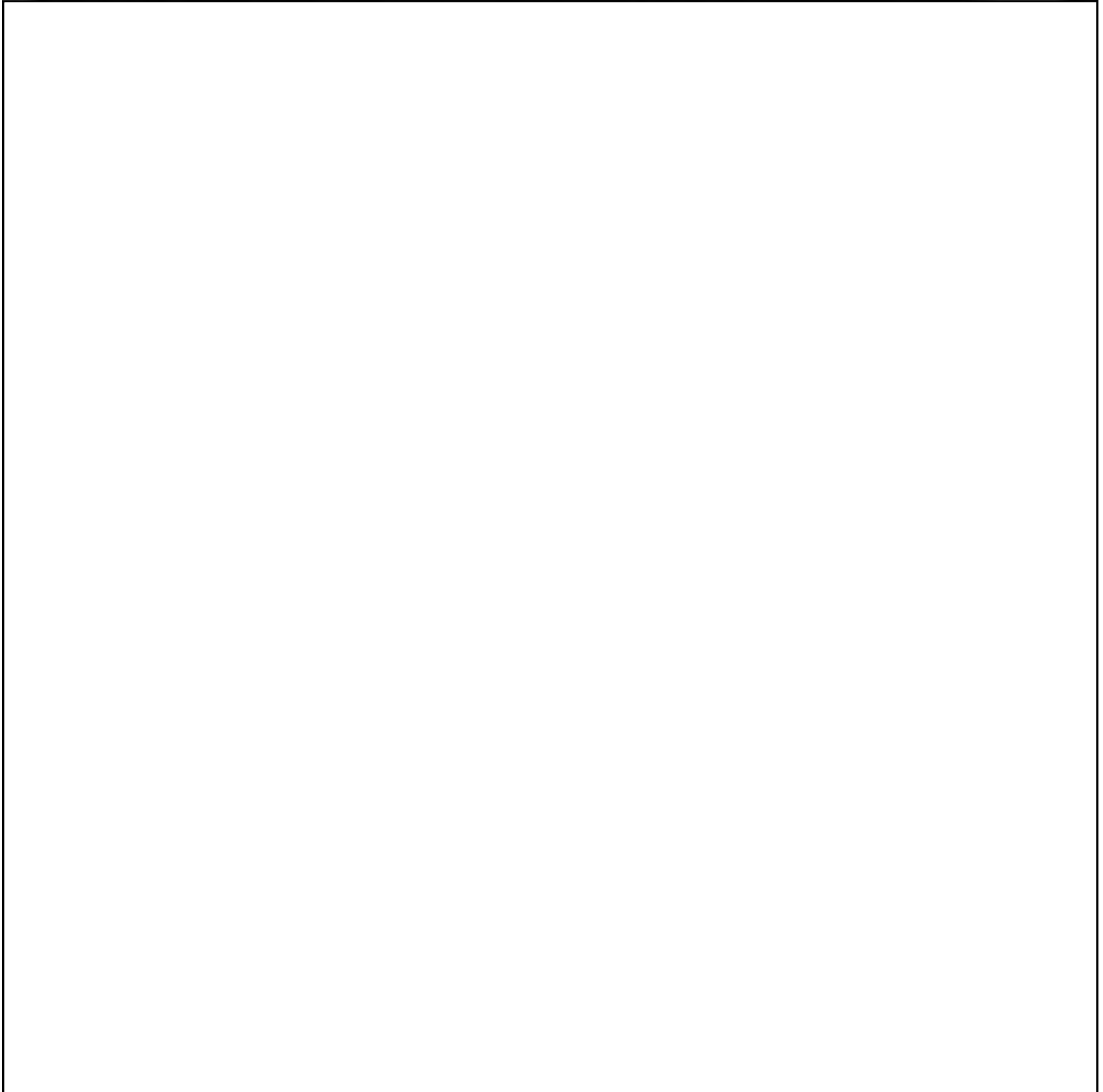
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and covert personnel. In order to conduct these investigations, one man was assigned this special duty. This individual and his historical, as well as current research, function was a forerunner of the Special Referral Branch

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